



CITY OF GRESHAM

Finance and Information Technology
Business License Section
1333 NW Eastman Parkway
Gresham, OR 97030-3813

Business License Application (Located out side Gresham City Limits)

Any person who engages in any business within the city, or transacts any business for the purpose of generating revenue, must first obtain a business license. This license shall be in addition to any other license requirement of the City, County or State. (City Code 9.05.020)

The Business License is effective for a 12 month period, beginning on the first day of the month that it was applied for. A late fee of \$5.00 (or 10% per annum-whichever is greater) will be charged on all accounts for every 30 days that the license fees are not paid. (City Code 9.05.050-080)

General Information: (Please Print or Write Legibly)

Business Name			
Location Address			
City, State, Zip			
Mailing Address			
City, State, Zip			
Business Phone		Fax Number	
E-mail Address			

Owner Information:

Name			
Address			
City, State, Zip			
Mailing Address			
City, State, Zip			
Emergency Contact:		Phone:	
Home/Other Phone:		SS. # or Fed ID	
Date of Birth		Driver's License #	

Business Information:

Type of Business:			
Describe the type of service/ goods you will provide, sell or manufacture:			
SIC Code or NAICS Code: (For office use only)		# Of Employees: (Coming into Gresham)	

Business License Fee

1-2 Employees (Owners Count as employees)
3 or more employees \$ 3.00 each: _____ X \$3.00

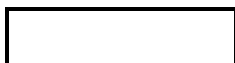
\$ 75.00 per year

\$ 00.00 No fee

\$ _____

Total Due

\$ _____



PLEASE COMPLETE THE FOLLOWING INFORMATION IF IT APPLIES TO YOUR BUSINESS.

Home Based Businesses:

State Registered _____ Daycare Provider _____ Adult Care Home _____

All other types of Home Based Businesses must complete a Home Occupation Permit Application.

Retail Sales:

Will your business sell used items? _____ Yes _____ No
Will you have a Musical device (juke box)? _____ Yes _____ No
Will you have Coin Operated Amusement Devices? _____ Yes _____ No
Will you offer Bingo or other Social games? _____ Yes _____ No

Transportation Businesses:

Will you provide Taxi or other Transportation Services? _____ Yes _____ No

Construction / Landscape Businesses:

Construction Contractor Board License Number: _____

Landscape Board License Number: _____

Building Codes Agency License Number: _____

Registration Type: _____

Expiration Date: _____

Exemption Status: Exempt ☐ Non-Exempt ☐

Professional Licenses:

Please list all other licenses issued to you related to this business:

Agency:

License Number:

Business Location:

_____ Home Office _____ New Development Name of
_____ Industrial Park _____ Other Mall: _____
_____ Office Building
_____ Strip Mall

Applicant agrees to comply with all ordinances of the City of Gresham. Acceptance of the required fee and issuance of the business license does not entitle the licensee to carry on any business not otherwise in compliance with Federal, State and Municipal law.

Signature:

Date:

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(Business Owner or Contact Person)

Work Sheet To Calculate Fees

Name of Business: _____

Address: _____

Calculating Fees:

- a. Business License Fee + \$ 75.00
- b. 1 to 2 Employees (Owner(s) count as employee) \$ No Fee
- c. 3 or more employees (Coming into the City of Gresham) \$3.00 each
Number of Employees ____ (- 2) = ____ X \$3.00 each + \$ _____
- Total Due** (a +c) (Make checks payable to the City of Gresham) \$ _____

The term "employee" includes Owner(s) and includes the number employees working within the City of Gresham limits.

I declare by my signature that I have the authority to complete this and to the best of my knowledge I believe the information in the application is true, correct and complete.

Signature of Business Owner or Contact Person

Date

Title

Be sure to include this worksheet along with your Business license application and payment to the City of Gresham.

For Office Use Only

Route to:

Comments:

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Business Licensing
Carrie McKowen

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Permits

✓

Major Home Occupation

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Permit #:

--

Date
Approved:

--

Minor Home Occupation

--

Permit #:

--

Date
Approved:

--

Notes and Follow Up:

License Fees		Date Paid	
Employee Fees		Clerk's Initials	
Review Fee			
Total Received			
License Number			